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SD/TA

Tuxedo Ufsd And Tuxedo Teachers
Assn

AGREEMENT

BETWEEN THE

TUXEDO UNION FREE SCHOOL DISTRICT

AND THE

TUXEDO TEACHERS ASSOCIATION

JULY 1, 1999 – JUNE 30, 2003

RECEIVED

AUG 20 2002

**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**

55

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INTRODUCTION

The Tuxedo Union Free School District and the Tuxedo Teachers Association hereby agree, adopt and execute the following agreement dated this 26th day of March, 2001, to become effective July 1, 1999 and end June 30, 2003.

ARTICLE I - PROFESSIONAL RESPONSIBILITY

The District and the TTA mutually agree:

A. The primary function of the District and its professional staff as represented by the TTA is to endeavor to provide each student attending the Tuxedo Schools with the highest level of educational opportunity possible.

B. The objectives of the educational program are realized to the highest degree when mutual understanding, cooperation and effective communication exists among the Board, the Administration and the teachers.

C. The parties recognize that professional teaching requires specialized qualifications and the conscientious utilization of abilities by the teaching staff. The District and the Association agree that the environment in which teachers perform should be conducive to reach such end.

ARTICLE II - RECOGNITION

A. The Board recognizes the Tuxedo Teachers Association as the exclusive negotiating agent for all teachers, including guidance counselors, school psychologists, speech therapists and including those employed for long term service in place of teachers on long term leave and all other certified professional personnel whose positions are not entirely administrative and/or supervisory.

ARTICLE III - NEGOTIATIONS PROCEDURE

A. Opening Negotiations

Upon request of either the District or the TTA for a meeting to open negotiations on a successor agreement, a mutually acceptable meeting date shall be set not more than fifteen (15) calendar days following such request. Such request shall be made no earlier than December 15 nor later than February 1, except by mutual consent. A tentative list of items for negotiating shall be submitted in writing by each party to the other party at least seven (7) days prior to the first meeting.

B. Time of Meeting

All meetings shall be held at a time mutually acceptable to the District and the TTA. These meetings shall continue until the parties reach an agreement on each of the negotiable items.

C. Memorandum of Understanding

When an agreement is reached covering an area under discussion, the proposed agreement shall be placed in writing as a Memorandum of Understanding. Two (2) copies of each said memorandum are to be signed by the Chief Negotiator of the District and the Chief Negotiator of the TTA. Each Chief Negotiator is to receive a copy of each Memorandum of Understanding.

ARTICLE IV - DUES DEDUCTIONS - AGENCY FEES

A. Dues Deductions and Agency Fees

1. The District agrees to deduct dues for the TTA from its members who authorize the District in writing to make such deductions. Dues deduction authorizations shall be in the form attached hereto as Appendix "A".
2. The TTA shall certify to the District, in writing, the current rate of its membership dues, and of any changes therein.
3. Dues deduction shall be made by the District from compensation payable to the member of the TTA in equal installments. Such deductions shall be made from the first pay period in October, and in nine (9) consecutive pay periods thereafter.
4. Within five (5) days after each deduction, the District shall remit such funds to the Treasurer of the TTA, and the TTA shall assume full responsibility for the transmittal of such funds thereafter.
5. An agency fee shall be collected from each non-member of the teachers bargaining unit, as provided by law.

B. Other Deductions

Upon the receipt of a signed authorization from the unit member, the District shall make deductions towards a single credit union covering all bargaining units, as well as for up to three (3) Tax Sheltered Annuities, as well as any other annuity companies which other District employees participate in, and the NYSUT Benefit Trust. Unit members shall not change their annuity contract more than one time per calendar year, whether to change companies or to vary the reduction amount.

ARTICLE V - TEACHER EMPLOYMENT

A. Certification

The District will initially employ only certified teachers to teach in the grade levels and subject areas to which they are assigned.

B. Probationary Teachers

A probationary teacher will be notified in writing by the Superintendent no later than April 1 if his/her services for the following year are to be discontinued. In the event that termination should occur during a school year, the probationary teacher will be notified in writing by the Superintendent no later than ninety (90) days prior to the termination. Upon request, the probationary teachers shall be given specific reasons in writing for the termination.

C. Tenure

The Superintendent will notify in writing teachers being recommended for tenure not later than April 1 of the final year of probation, or not later than ninety (90) days prior to the expiration of the final year of probation in the event the probationary period expires during the school year.

D. Dismissal of Teachers for Just Cause

1. Whenever the District seeks to discipline a tenured teacher, it shall proceed in accordance with the provisions of Section 3020-a of the Education Law. Unit members who wish to opt for a just cause disciplinary arbitration in lieu of Section 3020-a proceedings, must submit a written demand for such arbitration on or before the due date for the request for hearing form for the Section 3020-a proceedings. The just cause arbitration shall be heard by an arbitrator selected from an A.A.A. list, unless the parties opt to select one of the arbitrators named in the panel at Article XIV(C)(5).

2. Probationary teachers who are subject to tenure denial or termination, in addition to rights afforded under Section 3031 Education Law, shall be allowed an opportunity to make a presentation to the Board of Education, in executive session, prior to final action upon their employment status.

E. Posting

All vacancies and new or promotional positions within the District, including summer programs, shall be posted in both buildings and a copy of such vacancy notice sent to the President of the Association. These notifications shall be made as early as possible. Any faculty member who wishes to apply for any announced opening shall do so in writing no later than five (5) business days, exclusive of school year vacations, after the date of posting. Such statement shall include the grade

and/or subject to which the teacher desires to be assigned and the school in which the position is located. The President of the Tuxedo Teachers Association will be notified by mail of positions that open during the summer.

ARTICLE VI - TEACHER EVALUATIONS AND PERSONNEL FILES

A. Evaluations

The process of observation and evaluation has as its goal, the improvement of instruction in an atmosphere of mutual respect.

1. The observation of the performance of a teacher will be conducted openly with the full knowledge of the observed teacher. All observations shall be conducted by any certified Administrator.

2. All teachers shall be observed for evaluation report purposes at least three (3) times before action is taken on their status. Nothing herein shall restrict the number or day or time of visits or observances of any teacher by the Administrator for the purpose of assisting the teacher or improving the educational process. Such observations must be of fifteen (15) minutes or longer.

3. Probationary teachers shall be observed for evaluation report purposes at least two times each year, in the nature of clinical observation/evaluations and shall receive an end of year summative evaluation, if employed at the end of the school year. The first probationary clinical observation/evaluation while employed in the District shall be preceded by a pre-observation conference. At the District's option, pre-conferences may be called on subsequent occasions for probationary and tenured teachers.

Tenured teachers shall be observed for evaluation report purposes at least one time each school year in the nature of an observation/evaluation, as well as an end of year summative evaluation, if employed at the end of the school year.

4. Following an observation, a report shall be prepared, a copy of which shall be given to the teacher involved. A conference will be held by the Administrator with such teacher within five (5) school days of the visitation. Evaluations will include areas of deficiencies and recommendations for improvement. Follow-up observations subsequent to negative evaluations will be scheduled at a time mutually agreed upon between the evaluator and teacher.

5. In the event that an adverse action is generated through the evaluation process, Union representation will be allowed after the time in which a decision is made to proceed.

6. All observations and/or evaluation reports will be given to the teacher and he/she will be given an opportunity to sign to indicate that he/she has seen and discussed the report. It is expressly understood that such signature in no way indicates agreement with the contents of the report. The teacher has the right to submit his/her own written comments which shall be attached to and made a part of the evaluation report.

7. Tenured teachers will be deemed acceptable in performance unless observations show otherwise.

B. Personnel Files

1. No materials shall be placed in a teacher's personnel file unless the teacher is given prior opportunity to review the material. The teacher shall initial the material to evidence he/she has reviewed it. It is expressly understood that such initialing in no way indicates agreement with the contents thereof. The teacher has the right to submit his/her own written comments which shall be attached to and made a part of any material entered in his/her personnel file. Whenever the District receives a complaint from an outside source and conducts an investigation, the unit member(s) who are the subject(s) of the complaint shall be promptly informed of the complaint and interviewed about the same before the investigation is concluded.

2. Teachers have the right, upon reasonable notice, to review the contents of their personnel files and to make, at their own cost, copies of any documents contained therein.

3. Pre-employment information is exempted from this article.

ARTICLE VII - TEACHERS' SCHEDULES

Teachers shall be notified in writing by June 1 of each school year of their tentative assignments commencing September 1 of the next school year. Such assignments are subject to change, but the affected teacher will be given an opportunity to meet with the Building Principal before any change is finalized. At the teacher's option, prior to finalization but after the meeting with the Principal, the teacher may meet with the Superintendent.

ARTICLE VIII - TEACHER LOAD AND TEACHING HOURS

A. [Until June 30, 2001] The current length of the student day shall be continued as in practice. However, teachers shall be required to report ten (10) minutes before homeroom and may leave no earlier than five (5) minutes after student dismissal.

A.(1) [Effective July 1, 2001] Except for the professional responsibilities set forth below, the teacher work day at all grade levels shall be seven (7) hours in duration. Teachers shall be required to report to work ten (10) minutes before the beginning of the student instructional day which shall be part of the seven (7) hours and may leave no earlier than the time of student dismissal.

A. (2) Notwithstanding the above, the parties agree to pilot the concept of elementary level teachers receiving a substantial block of time at the beginning of each work day of no less than twenty-five (25) minutes for the purpose of individual or collaborative preparation time, consultation with administrator and inter-grade meetings. Unit members other than grade level classroom teachers may be assigned to work with students during this time. In that event, at least twenty-five (25) minutes will be provided at some other time during the seven (7) hour work day for the same purposes as described above. The parties will review the efficacy of this pilot arrangement, through a joint committee comprised of two representatives of the TTA and two representatives of the District. By April 15, 2003 the Committee shall make its recommendations in writing regarding continuation, modification or discontinuation of this schedule to the Superintendent of Schools and the TTA President. If the parties do not accept the recommendation of the Committee, they shall negotiate this subject. If no agreement is reached by June 30, 2004, the provisions of this paragraph [Article VIII(A)(2)] shall sunset, becoming null and void as of that date.

A.(3) Teachers will be available to meet with parents, or on a regular basis to offer additional instruction to any student requesting such assistance. All teachers shall remain after school until 4:00 p.m. one day a week for professional planning and/or conferences, subject to the following provisions:

A.(4) A single meeting of two (2) hours duration may be substituted in lieu of two separate meetings of one (1) hour in any two (2) week periods. Teachers with special circumstances may be excused from faculty meetings by the Superintendent or his designee. The day of the week will be designated by the Superintendent prior to the beginning of the school year. No meeting will be scheduled for Fridays or on a day preceding a holiday or vacation period. Teachers may make suggestions for the agenda to the Superintendent in writing. Except in emergencies, the meeting will be scheduled in advance. Notice of planned two (2) hour meetings will be given one (1) week in advance, or if notice is less and the teacher informs the Superintendent or designee of a prior commitment at the time notice is given, the teacher will be excused at 4:00 p.m.

A.(5) All teachers shall also be available for one (1) Parent-Teacher Conference Night each school year of up to three (3) hours.

A.(6) Nine Period Day Schedule

a. A nine (9) period day may be opted for by the District at the secondary level. Effective with the 2001-2002 school year, the length of an instructional period shall be forty-two (42) minutes and if block scheduling is in effect, a 'long block' shall be eighty-four (84) minutes in duration. A 'short block' shall be forty-two (42) minutes

in duration. Teachers will be notified in advance of plans to implement block scheduling. A joint committee of District and Union representatives will prepare for implementation and will consult on any teacher training that may be carried-out prior to implementation.

b. In a nine (9) period day, in addition to five (5) classes of instruction, a sixth period may be assigned on two (2) days in a six (6) day cycle for academic intervention services, incidental tutoring, remedial instruction, departmental meetings, inter-disciplinary meetings and student testing. On the other days, (except as provided below) the sixth period will be assigned for collaborative preparation time, consultation with administrators, meetings with parents, CSE meetings, CST meetings and teacher presence at student removal meetings. Each secondary teacher working the nine (9) period schedule shall be entitled to one (1) additional individual preparation period during each six (6) day cycle. Any teacher assigned to one (1) or more academic intervention services class as a sixth period shall be entitled to two (2) additional individual preparation periods during each six (6) day cycle, inclusive of the one (1) additional preparation described above. All additional individual preparation periods shall be scheduled by the Principal in consultation with the teacher. If it becomes necessary to change the time of an additional individual preparation, it shall be rescheduled during the six (6) day cycle.

c. Curricular materials will be made available to teachers for academic intervention service instruction whenever they are so assigned. Academic intervention service instructors shall be responsible for record keeping and paper work requirements.

d. Academic Intervention Class as referenced in paragraph "b" above shall not be comprised of more than eight (8) students.

B. Preparation Time

Upon ratification of this Agreement by the Association, each teacher shall have a daily preparation period of at least forty (40) consecutive minutes or the length of an instructional period, whichever is longer. This time shall be completely free from any duty and is for the individual use of the teacher. Whenever the secondary instructional period exceeds forty (40) minutes, elementary teachers shall be entitled to a preparation period of the same length as the secondary instructional period. When and/or if block scheduling is in effect at the secondary level, the length of a preparation period shall be equal in time to one-half of a 'long block' or to one 'short block' period for a minimum of forty (40) minutes.

High School special education teachers shall not be assigned to non-pedagogical duty assignments (i.e., hall duty and study hall).

C. Daily each teacher shall have a duty free lunch period of the duration of lunch periods established for students.

D. Calendar

1. The calendar shall be amended to provide for three (3) school days of unused snow days being used to add to the Memorial Day recess or reduce the number of school days in the June calendar.

2. The contract will provide for one-half day at the end of the school year at the elementary level, provided that the one-half day not diminish the District's 180 full day obligation.

3. Effective July 1, 1989, faculty members will not be obligated to provide in excess of 180 instructional days plus two (2) Superintendent Conference days. Effective July 1, 2001, faculty members will not be obligated to provide in excess of one hundred eighty-one (181) instructional days plus three (3) Superintendent's conference days each school year. Unused snow days in excess of these requirements will be returned at the Memorial Day recess.

E. The District shall provide daytime substitutes for elementary teachers whose presence is required in parent-teacher conferences.

F. All non-teaching duties shall be assigned in a fair and equitable manner.

G. Teachers of grades seven through twelve (7-12) may be asked to teach a sixth class. Teachers who refuse will not be penalized.

H. Teachers whose teaching assignments are split between elementary and high school levels will be given no more than twenty-seven (27) teaching periods weekly.

I. In the event that a suitable substitute is unavailable, teachers shall be required by the Principal to cover classes. In any such event, teachers will be compensated at the rate of \$22.00 per classroom period effective July 1, 1994. The Principal will endeavor to limit such assignment to one (1) occurrence per teacher per week.

J. Hall duty assignments during lunch periods will be made by the Principal for a full school year. No teacher will be required to accept such duty more than once every three (3) years.

K. The faculty association will provide a list of volunteers to serve on a rotational basis to supervise lunchroom. Lunchroom assignments will be limited to one (1) teacher per lunch period. A list of volunteers shall be submitted to the Building Principal no later than June 30. In the event that regular classroom teachers fail to volunteer, the District will assign cafeteria duty on a rotational basis to members of the faculty who have a full-time classroom teaching assignment in alphabetical

order. Examples of current positions exempt from cafeteria duty would be: Guidance Counselors, Psychologist and Athletic Director. The District will compensate faculty members for cafeteria duty in accordance with the class coverage rate established in this Agreement.

ARTICLE IX - TEACHER ABSENCES

A. Personal Illness

Each full-time teacher may be absent for twelve (12) days of sick leave each year due to personal illness. Any unused sick leave in any year may be accumulated to a maximum of 185 days. Personal illness is illness of the teacher. Each October 15, all teachers will be given their current number of accumulated sick days.

B. Serious and/or Contagious Sickness in Immediate Family

A maximum of five (5) days sick leave per year may be granted because of serious and/or contagious sickness in the teacher's immediate family. These five (5) days or any portion thereof, are deductible from the above-mentioned twelve (12) days. Immediate family is defined as wife, husband, child, father, mother, brother, sister, father-in-law, mother-in-law and grandparents.

C. Death in Family

In the case of death in the immediate family of a teacher as defined in paragraph B, the teacher will be granted up to three (3) days leave with pay. If more days are needed, the teacher may draw on his personal illness sick leave.

D. Absence for Personal or Business Reasons

Three (3) days per year are provided for business or personal leave. Except in cases of emergency, written requests for such leave should be made to the Superintendent five (5) school days prior to the proposed absence. All "Personal" or "Business" days are granted by the Superintendent. These days are to be included in the cumulative sick leave.

Personal leave will not be granted on days preceding or following holiday or vacation periods. Requests for personal leave shall be in writing and shall state the reason for such leave, except that teachers are entitled to one (1) request per year with no reason stated.

E. Miscellaneous Absences

Absences due to weather conditions, impassable roads and automobile breakdowns will be excused when public transportation is not available when school is in session and without regard to teacher residence.

In no manner does this increase the maximum of three (3) days per year personal leave time. Any absence beyond the three (3) days personal leave will be subject to payroll deduction. Lateness resulting from the use of public transportation or alternative transportation in the above instances shall be treated as in the past.

F. Jury Duty or Temporary Military Duty

Teachers summoned for jury duty or temporary military duty not to exceed one (1) month, shall be granted leave and shall receive full salary and benefits during such duty. Remuneration received for jury duty, with the exception of expense money, shall be returned to the District. Such leave shall not be deducted from accumulated sick or personal leave.

G. Extended Sick Leave

A teacher whose personal illness extends beyond accumulated sick leave and sick bank days, if applicable, will be granted leave without pay for up to six (6) months or the balance of the school year, whichever is greater. No return from an extended sick leave which goes beyond the end of the school year shall occur within the last three (3) weeks of a semester. A request for leave must be accompanied by a statement from a school physician.

H. Both parties agree to the establishment of a sick leave bank under the following conditions:

Each teacher shall donate one (1) day to the sick bank at its inception. The Board shall contribute one-half the number of days contributed by the unit members. In the event of depletion, the Bank shall be replenished by that same contribution from both parties. The Bank shall be administered by a committee of one (1) representative for the TTA and one (1) representative for the Board. Any disagreements shall be settled according to the terms of the Contract.

The purpose of said Sick Leave Bank shall be to provide teachers with additional sick leave time during a prolonged personal illness when an individual's sick leave days have been exhausted. Sick Leave Bank days shall apply only to such prolonged or catastrophic illness.

Teachers may draw from the Bank provided that they present valid medical evidence attesting to the illness or physical or mental incapacitation to the Sick Bank Committee through the President of the TTA.

The number of accumulated sick bank days will be given to the Association by October 15 of each year.

No participating individual can draw more than twenty (20) total days in the Sick Leave Bank, except by unanimous agreement of the Sick Leave Bank Committee.

Any individual teacher who has exhausted his or her accumulated sick days and used days from the Sick Leave Bank, may use their personal days as a buffer to cover emergency illness that may occur. However, any teacher having used Sick Bank days during a given year, must contribute any unused personal days to the Sick Leave Bank rather than have them accumulate as sick days in the following year.

The Sick Leave Bank shall be renewable once all days contributed have been used. The renewal shall be subject to the terms set forth above.

I. A teacher may request an unpaid leave of absence for personal reasons. Such request shall be in writing to the Superintendent, and the Board of Education may grant the leave without pay. Such leave will be for no less than one (1) semester. Teachers on personal leave of more than one (1) semester will not receive step advancements on the salary schedule. Teachers may elect to continue their participation in fringe programs at their own expense during an unpaid leave, in advance.

ARTICLE X - CHILD CARE AND SABBATICAL LEAVES

A. Child Care leave shall be granted to teachers. Any teacher seeking such leave shall notify the Superintendent approximately ninety (90) days in advance of the anticipated due date; approximately thirty (30) days prior to the anticipated delivery date, the teacher shall notify the Superintendent, in writing, of his/her intended plans for child care leave. Two (2) weeks after the birth of the child, the teacher shall confirm, in writing, to the Superintendent his/her intentions for child care leave. Leave shall be given in whole semesters. Written notice of intent of return shall be given at least two (2) school months prior to the termination of the leave.

B. The teacher may request an extension of the termination date for child care leave. Leave shall be given in whole semesters. Written notice of intent to return shall be given at least two (2) school months prior to the termination of the leave.

C. Child care leave will be granted for a period of up to two (2) years. Child care leave beyond two (2) years may be granted only by Board approval of such extension.

D. A teacher adopting a child up to five (5) years of age shall receive similar leave which will commence upon his/her receiving actual custody of the child. Such leave shall be granted under the provisions of the child care leave clause as set forth above.

E. Maternity leave shall in all events be granted pursuant to State and Federal Law.

F. Sabbatical Leave

Subject to law, rules and regulations thereunder, sabbatical leave will be granted by the Board subject to the following conditions:

1. Except for summer sabbaticals, a teacher has tenure and has completed seven (7) consecutive school years of service in the Tuxedo Union Free School District.
2. Written application for sabbatical leave must be received by the Board no later than November 1st, if practicable, of the year preceding the school year for which the sabbatical leave is requested.
3. Sabbatical leave may be granted for one (1) year or one (1) semester, as requested.
4. A teacher on sabbatical leave will receive one-half of the salary he/she would normally receive for that same period of time.
5. The teacher on sabbatical leave retains seniority, retirement, hospitalization and tenure rights as if he/she were on a regular teaching assignment.
6. Only one (1) teacher will be granted sabbatical leave at any one time.
7. Selection of teachers to be recommended for sabbatical leave will be made by a Sabbatical Selection Committee whose membership will be constituted as follows: Two (2) teachers to be selected by the Tuxedo Teachers Association and one (1) administrator. The Committee will make one recommendation to the Superintendent. The Superintendent will either accept the recommendation and pass it on to the Board for approval or reject the recommendation. The Board has the final authority to grant sabbatical leave to District employees. Seniority and desire to advance teaching skills will be the primary basis for screening applicants. If rejected by the Superintendent, his/her reason(s) shall be expressed in writing to the applicant and copied to the Board of Education.
8. Teachers are obligated to return for two (2) years of service in this School District upon completion of the sabbatical leave or to repay the Board the full amounts received by the teacher and/or paid for the teacher's account during such sabbatical year on the Board's demand thereof. In the event a teacher returns to service for a period of less than two (2) years, repayment shall be prorated.
9. Subject to the approval of the Board of Education, summer sabbaticals may be granted to a teacher enrolled in a matriculated program leading to the Master's degree in their field of endeavor. A summer sabbatical may be granted to a teacher enrolled for nine (9) credits or more, in a program approved by the Board. The teacher will be compensated at the regular weekly rate for the period of classroom attendance.

With the approval of the Board of Education, a teacher may take part in an exchange teacher program in a person-for-person exchange. Such teacher will receive their regular salary, benefits and all rights.

ARTICLE XI - COMPENSATION

A. The teacher pay schedule shall conform to the pay schedule of the non-instructional staff. Said pay schedule for listing bi-weekly pay dates, shall be attached and made part of this Agreement as Appendix "B". Beginning in June of 1981, a copy of the following school year's schedule will be given to each teacher. Payments will be at the rate of one twenty-sixth (1/26th) of the total annual salary of the teacher, except that the last payments in June will include the balance of the bi-weekly payments that would become payable after the closing of school in June.

B. Any deductions made from the salary payments shall be described on the payroll statement.

C. Salaries

Staff members will receive compensation in accordance with the attached salary schedules for the school years 1999-2000, 2000-2001, 2001-2002 and 2002-2003.

Unit members who are eligible to advance a step on the salary schedule shall do so each year of this Agreement.

D. Longevity

Effective July 1, 1996, unit members employed on or before June 30, 1986, upon reaching Step 20, shall receive an annual \$2,000.00 longevity differential; effective July 1, 1997, an annual \$2,050.00 longevity differential; and effective July 1, 1998 an annual \$2,100.00 longevity differential. Effective July 1, 2000, unit members employed on or before June 30, 1993, upon reaching Step 16, shall receive an annual longevity differential of \$2,100.00.

E. Mileage

Compensation for the use of a teacher's personal car on District business will be at the rate established by Internal Revenue Service for business travel.

F. Pay Credit

1. Credits already earned or being earned in degree programs in progress will continue to be compensated at the existing rate, as will all future credits earned in educational methodology or the teacher's field of assignment, up to a maximum total of credits of sixty (60) per teacher. Those teachers who already have sixty (60) or more credits, may earn a total of thirty (30) additional credits in the above areas over the number they now have.

2. Teachers shall receive full pay credit for all completed graduate work approved by the Superintendent, i.e., graduate hours taken prior to a Masters, and not a part of the degree, may be credited subsequent to a Masters.

G. Payment for approved credits beyond MA+60 shall be at a rate of \$30.00 per credit, except that teachers earning such credits during the period of July 1, 1980 to June 30, 1982, shall be paid \$40.00 per credit for MA61 through MA75. All credits earned at the rate of \$40.00 will continue to be paid at that rate.

H. Summer curriculum work is to be paid at the rate of 1/200th of BA1 or MA1 as applicable for a full day's work, effective July 1, 1988.

ARTICLE XII - EXTRA-CURRICULAR ACTIVITIES*

A. Extra-curricular compensation may be earned by teachers for services performed above and beyond the regular and field trip teaching assignments to the extent enumerated in the schedules below.

B. The Superintendent may designate teachers for extra-curricular duty for a specific time or event subject to agreement by the teacher involved and confirmation by the Board.

C. Both parties agree to the principle of equal pay for equal work.

D. The District shall make all assignments to extra-curricular positions based upon two (2) factors. Firstly, the ability of the teacher to perform, and secondly, the seniority of a teacher in the District shall be taken into account before the finalizing of any application for an extra-curricular position.

E. The following regulations and salary schedules shall be in effect for professional duties performed by teachers in addition to their normal duties.

1. Appointment to any "Specific Extra-Duty" position on the attached list shall be recommended annually by the Superintendent of Schools to the Board of Education for its approval; no appointment shall carry tenure.

* Compensation for activities is based on time spent with students out side of the regular school hours. Lunch clubs shall be formed or dissolved at the discretion of the Superintendent and compensation for these clubs is based on forty (40) meeting hours per year.

2. Dates for payment for "Specific Extra-Duty" assignments shall be made according to the nature of the assignment, as determined by the Superintendent of Schools within the following guidelines:

a. Those assignments which are continuous throughout the year (e.g., head of department, coordinator, etc.),

50% December

50% May

b. Terminal assignments (e.g., seasonal sports, cheerleading, dramatics, etc.), on the payday following the end of the assignments.

c. Payments shall be made in accordance with IRS guidelines.

d. Teachers who were assigned to "Specific Extra-Duty" during a previous year shall advance to the next step of the "Specific Extra-Duty Schedule."

e. Teachers in the first year of "Specific Extra-Duty" assignments who do not have a contract for such a position during the previous year shall be placed on Step 1, except where the District does not offer the program for more than one (1) year. Where the incumbent declines reappointment in a successive year, he/she shall revert to Step 1 except where the incumbent declines for child care leave, full time academic study, courses required for permanent certification and personal or family illness.

f. When a coach moves to a different level in the same sport, he or she will not forfeit his or her experience step.

3. The amount of payment for each "Specific Extra-Duty" assignment shall be a percentage of the Teachers Salary Schedule BA, Step 1.

4. Specific Extra-Duty Salary Index:

<u>Assigned Weight</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
A	.02	.025	.03
B	.03	.035	.04
C	.04	.045	.05
D	.05	.055	.06
E	.06	.065	.07
F	.07	.075	.08
G	.08	.085	.09
H	.09	.095	.10

I	.10	.105	.11
J	.11	.115	.12
K	.12	.125	.13

Directors/Coordinators

Weight

Athletic Director
CSE Chairperson

K
K

Coaching Positions:

Basketball

Boys Varsity
Girls Varsity

I
I

Baseball/Softball

Boys Varsity
Girls Varsity

H
H

Basketball

Boys J.V.
Girls J.V.
Modified
Intramural

F
F
B
A

Soccer

Boys Varsity
Girls Varsity
J.V.
7th & 8th grade

F
F
E
B

Volleyball

Boys & Girls Varsity
J.V.

F
E

Baseball/Softball

Boys J.V.

E

Bowling

D

Golf, Varsity

D

Ski Team, Boys & Girls

C

Cheerleading

A

Weightlifting

A

Advisors of Activities and Clubs

Elementary Graduation	A
Dance Club	A
Dungeons & Dragons	A
Ecology Club	A
Herpetology Club	A
Industrial Arts Club	A
Junior Honor Society	A
Marching Band	A
Middle School Band	A
Photography Club	A
Running Club	A
SADD	A
SAT Prep. Course	A
School Store Elementary	A
Science Club	A
Singing Club (6th Period Lunchtime)	A
Stamp Club	A
Student Council Advisor	A
Theater Goers Club	A
TOPS Coordinator	A
Wind Ensemble	A
Youth-in-Government	A
BOCES Senior Enrichment	B
Computer Club	B
Jr. Math League	B
Sr. Math League	B
National Honor Society	B
Olympics of the Mind (1 coach per team)	B
Year Book Elementary	B
Senior Class Advisor	C
Year Book High School	C
Drama Club (Fall Production)	
Director	D
Director	D
Set Design/Construction	D

Advisors of Activities and Clubs (continued)

Weight

Drama Club (Spring Production)	
Director	D
Director	D
Set Design/Construction	D
Elementary Chorus	D
Elementary Musical	D
H.S. Select Choir	D
Select Choir	D

Effective July 1, 1996, chaperones will be paid at \$40.00 per event, \$90.00 per all day event.

ARTICLE XIII - HEALTH INSURANCE

A. The Board will continue the 100% contributory health insurance plan whereby individual members of the TTA will have the option of selecting Orange-Ulster School District's Health Plan, or none [until June 30, 1997].

Effective July 1, 1997, each unit member selecting family health insurance coverage shall contribute \$300.00 annually towards the cost of premiums and the District shall contribute the difference between that amount and the full cost, while those unit members selecting individual coverage shall contribute \$100.00 towards the annual health insurance premium costs with the District contributing the difference in cost between that amount and the full cost of such premiums. The members of the bargaining unit shall have the option of selecting Orange-Ulster School District's Health Plan, or H.M.O.'s as designated pursuant to law, whereby the District's obligation to pay premium costs shall be set at up to the same dollar limits as for the Orange-Ulster School District's Health Plan. Effective July 1, 1997, the District shall implement a Section 125 Internal Revenue Code Flexible Benefit Plan to include all health-related costs (e.g., premium payments, deductibles, co-pays, prescriptions, etc.) at no cost to the School District through a third-party administrator selected with input from the Association. The Plan shall also provide for child care and elder care with a limit of \$3,000.00.

The subject of Article XIII(A) shall not be reopened for negotiations between the parties until July 1, 2000.

B. The Board will pay \$690.00 per participant to the TTA Welfare Fund for 1999-2000. Effective 2000-2001, the Board will pay \$740.00 per participant. Effective 2001-2002, the Board will pay \$790.00 per participant and, effective 2002-2003, \$840.00 per participant to the TTA Welfare Fund; provided that the District may enroll any other employee(s) for coverage by contributing the per capita amount. The District shall make payments to the Welfare Fund in four (4) equal installments (July 1, October 1, January 1 and April). The payments shall be based upon the number of full-time equivalent participants on payroll at the time of the date the installment payment is due.

The District's sole obligation with respect to the TTA Welfare Fund shall be to make the payments referenced above at the times set forth above. The TTA agrees to indemnify the District against any and all liability which might arise from a litigation in which the District is named as a party and which involves the TTA Welfare Fund, except to the extent of the District's obligations, as described in the paragraph immediately above. The TTA shall also pay for the District's reasonable attorneys' fees in defending such actions for which indemnification is required.

The District shall be entitled to audit all records of the Fund.

C. Health Insurance Buy-Out

On or before May 1st of each school year, existing unit members who are eligible for health insurance benefits shall inform the Assistant Superintendent of their decision to opt-out of the District's health insurance plan, effective July 1st. The health insurance buy-out provision in effect in 1995-96 shall continue for 1996-97 and, effective July 1, 1997, in return for opting-out, the unit member shall receive a payment of \$1,500.00 per annum, payable in twelve (12) monthly installments, so long as the employee remains employed. To be entitled to the payment referenced above, the unit member must produce proof of health insurance coverage from another source at the time of application for opting-out. Re-entry shall be governed by the rules of the health insurance plan(s) provided for in this Agreement.

New hirees may opt-out and receive this benefit on a prorated basis, where applicable, at the time of hire, provided that proof of other health insurance is furnished to the Assistant Superintendent.

D. Dual Family Health Insurance Restriction

Unit members whose spouse is entitled to coverage under the Orange-Ulster School District's Health Plan shall be prohibited from receiving family health insurance coverage paid for by this District. Such employee shall be entitled to individual coverage at District expense if his/her spouse, likewise, elects individual coverage. If the spouse is subject to the same restriction by contract, the spouse with the earlier birthday shall be entitled to the family coverage. However, if both spouses are employees of this School District, both may enroll for individual coverage or either one may elect to be the covered employee for a single family coverage. Notwithstanding the above, this dual coverage restriction shall not apply if the effect would be to leave children uninsured by reason of how custody and support issues have been determined by the parents or a court of law. An employee who is ineligible for coverage by reason of the restriction set forth above shall be entitled to the health insurance buy-out amount established by Article XIII(C).

ARTICLE XIV - GRIEVANCE PROCEDURE

A. Declaration of Purpose

Whereas, the establishment and maintenance of a harmonious and cooperative relationship between the District and its teachers is essential to the effective operation of the schools, it is the purpose of this procedure to secure equitable solutions to alleged grievances of teachers at the administrative level, through procedures under which they may present grievances free from coercion, interference, restraint, discrimination or reprisal, and by which the District and its teachers are afforded adequate opportunity to dispose of their grievances without the necessity of time consuming and costly proceedings before administrative agencies or in the courts.

B. Definitions

1. A grievance is any claim by the Association that there has been a violation, misinterpretation or inequitable application of the terms of this Agreement or that a unit member has been treated inequitably or contrary to the established policy and practice relating to this Agreement.
2. "Day" shall mean a school day.

C. Procedure

1. Before submission of a written grievance, the grievant must attempt to resolve the grievance informally with the Superintendent and/or his/her immediate supervisor.
2. A grievance shall be deemed waived unless it is submitted within thirty (30) days after the grievant knew or should have known of the events or conditions on which the grievance is based.
3. In the event that informal resolution is unsuccessful, the Association may file a grievance on a mutually agreeable form. The Association shall file a copy with the Superintendent and the Board.
4. Within five (5) days after the filing of the grievances, the Superintendent will meet with the Association and the grievant for the purpose of resolving the matter. Upon conclusion of the meeting, the Superintendent will have five (5) days in which to transmit his written answer to the Association and the grievant.

5. Arbitration

- a. Within twenty (20) days after the receipt of the answer or after the answer is due, the Association may, by notice, refer the grievance to arbitration. The arbitrator shall be selected from the following list of arbitrators:

Jeffrey Selchick
Janet Spencer

Randall Kelly
Herbert Marx, Jr.

- b. If they are not available within a reasonable period of time, the selection of the arbitrator and arbitration procedures shall be conducted pursuant to the Voluntary Labor Arbitration rules of the American Arbitration Association.
- c. The cost of the arbitrator shall be shared by the parties.
- d. The decision of such panel of arbitrators shall be final and binding on all parties.
- e. The arbitrator shall have no power or authority to make any decisions which require the commission of an act prohibited by law or which is violative of the terms of this Agreement.

D. Miscellaneous

- 1. The District and the Association agree to facilitate any investigation which may be required and to make available to each other any and all material and relevant documents, communications, and the records concerning the alleged grievance, except those considered confidential or actionable. All hearings shall be fair, just and conducted in good faith.
- 2. No reprisals of any kind will be taken by the Board of Education or the Administration against any teacher because of his/her participation in the grievance procedure.
- 3. Nothing herein contained shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without the intervention of the Association, if such adjustment is not inconsistent with the terms of the Contract. The Superintendent will inform the Association prior to adjustment of the basis for resolution of such individual grievance. In no case shall such adjustment constitute a binding precedent. However, should an individual be represented by an officer, agent or member of another teacher's organization, then the Association may have a representative present.
- 4. The District shall maintain a separate official grievance file which shall consist of all papers connected with the processing of the grievance, including all exhibits, transcripts, communications, minutes or notes of testimony and written arguments and briefs, if any. They shall be available for inspection and copying by the grievant and the Association.
- 5. The time limits specified for either party may be extended only by mutual agreement.

6. If a decision at one stage is not appealed to the next stage of the procedure within the time specified, the grievance will be deemed to be so decided or withdrawn and dismissed on the merits and be discontinued and further appeal and consideration shall be barred.

7. In the event a grievance is filed on or after May 1st, upon request by or on behalf of the grievant or by the Association, the time limits set forth herein will be reduced pro rata so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as possible.

ARTICLE XV - ASSOCIATION RIGHTS

A. The President of the TTA shall be freed from non-teaching duties such as, but not limited to, bus duty, hall duty, and study hall duty.

In the event the President of the TTA is an elementary or special area school teacher, the teacher will be granted, on request, three (3) free periods per week.

B. Copies of the agenda of Board meetings will be given to the Association twenty-four (24) hours in advance of each meeting and copies of the minutes of Board meetings will be given to the Association as soon as they are approved by the Board of Education.

C. The President of the TTA shall be provided with the names and addresses of newly hired teachers.

D. The President of the TTA will be provided with a copy of the Board's Policies, Rules and Regulations, including any changes or amendment thereto as they are created and shall also be given access to all State budget forms and audits.

E. The Association shall be given one (1) hour during orientation for its purposes.

ARTICLE XVI - MISCELLANEOUS

A. This Agreement shall become effective on July 1, 1999 and shall continue in effect through June 30, 2003.

B. 1. The parties mutually agree that all negotiable items have been discussed in the negotiations leading to this Agreement and that negotiations will not be reopened at any time during the life of this Agreement, except as contained in this Agreement.

2. Any District policies and practices unaltered and unchanged by this Agreement shall continue in full force and effect.

3. The District reserves the right to initiate and announce new programs or policies which may not affect or change matters contained in this Contract.

C. Except as expressly set forth herein, the Board retains all its rights, powers and authority.

D. No subcontracting of educational services presently performed shall be put into effect without prior consultation with the Tuxedo Teachers Association and no teacher shall be discharged because of subcontracting.

E. The Tuxedo Teacher's Association shall appoint at least three (3) teachers to serve as a District Advisory Council. The Council shall meet with the Superintendent in an advisory capacity to assist in issues dealing with curriculum, textbook selection, professional staff relations, physical plant and all other matters dealing with the smooth operation of the District.

F. The failure or waiver of any party hereto to insist upon full and prompt performance of any term or condition of this Agreement at one time shall not be deemed to be a waiver of the right to insist upon full and prompt performance of such term or condition on a future occasion or incident.

G. Every agreement between the District and any teacher hereafter executed during the term of this Agreement shall be subject and consistent with the provisions of this Agreement and shall so state.

H. If any provision of this Agreement shall be determined to be contrary to law, only such provision shall be modified or nullified as the law requires; all other terms and conditions shall remain in full force and effect. The District and the TTA shall reopen negotiations on that part of the Agreement that has been found to be contrary to law as a matter of form or any item of the economic package vacated by a court or an administrative agency.

I. The District will prepare copies of this Agreement at its expense for distribution by TTA to all teachers of the District staff whether members of TTA or not, within two (2) weeks after execution hereof.

J. This Agreement has been duly approved, adopted and consented to by the members of the TTA and the Board of Education and the undersigned officers of the TTA and the Board are duly authorized and empowered to execute and deliver it as of the date hereof.

K. This Agreement shall supersede any rules, regulations or practices of the Board, as well as all conditions of any previously negotiated agreement.

L. Reduction in Staff

1. Teachers who are to be laid off will be notified forty-five (45) calendar days prior to the effective date of the layoff.
2. The District agrees to call any teacher who has been laid off for substitute work in all areas and special preference will be given in his or her certification and/or tenure area.
3. The District agrees to provide health insurance for the laid off teacher for a period of six (6) months subsequent to the effective date of the layoff.

M. The District agrees to make deductions from teachers' salaries for U.S. Government Bonds.

N. During each year of this Agreement, the District shall budget \$1,000.00 for teacher conferences, inclusive of monies for reimbursement of travel, meals and lodging expenses.

O. Retirement Incentive

1. A retiring teacher who notifies the Board of Education four (4) months before the date of his or her retirement, shall receive a proportion of an amount of 1/400 of his or her contract salary for each day of sick leave he or she has accumulated, depending upon the age of the retiree. A teacher retiring at age 55 to 62 is entitled to 100% of amount indicated above. The amount decreases each year until age 65, according to the following scale:

Age 63 - 85%

Age 64 - 70%

Age 65 - 55%.

2. A teacher retiring later than age 65 will not qualify for this incentive payment.
3. Notwithstanding the above, the retirement incentive referenced above shall be re-opened for eligibles from prior years and those eligible in 1993-94 for the maximum benefit, described above, who retire effective June 30, 1994.
4. Effective July 1, 1994, the retirement incentive provision of this Agreement shall cease and unit members, upon their retirement from the District when entitled to receive retirement pay from the New York State Teachers Retirement System, shall be entitled to compensation of 1/600th of annual salary creditable for retirement pay for all unused sick days, but not to exceed a maximum amount of \$18,000.00.

P. In full satisfaction of the Arbitration Award issued by Arbitrator Randall Kelly, dated September 28, 2000 regarding the issue of continuous preparation time, the District shall conduct

no more than three faculty meetings per month during the 2001-2002 school year only. The District and the TTA agree that the grievance and Arbitration Award are hereby discontinued, with prejudice against being re-filed in any forum and that neither party shall pursue proceedings to confirm or vacate said Award.

Q. It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefor shall not become effective until the appropriate legislative body has given approval.

TUXEDO TEACHERS ASSOCIATION

BY:

Joseph Bull 1/14/02
PRESIDENT, TTA

TUXEDO UNION FREE SCHOOL

BY:

Joseph P. Zuretti
SUPERINTENDENT OF SCHOOLS

BY:

Ann Zuretti
PRESIDENT, BOARD OF EDUCATION

TUXEDO UNION FREE SCHOOL DISTRICT
TEACHER SALARY SCHEDULE 1999-2000
19-Mar-01

STEP	BA	BA15	BA30	BA45	MA	MA15	MA30	MA45	MA60
1	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0
5(1)	38222	39489	40672	41580	43038	44740	46562	48431	50614
6(2)	39176	40397	41624	42535	44129	45833	47660	49528	51704
7(3)	40137	41355	42587	43497	45225	46926	48748	50625	52800
8(4)	41092	42314	43542	44451	46317	48125	49845	51716	53894
9(5)	41092	43271	44496	45410	47415	49123	50942	52812	54989
10(6)	41092	44226	45457	46370	48512	50214	52033	53909	56085
11(7)	41092	44226	46418	47326	49601	51305	53129	54998	57177
12(8)	41092	44226	47374	48282	50696	52401	54222	56094	58273
13(9)	41092	44226	47374	48282	51887	53497	55321	57191	59375
14(10)	41092	44226	47374	48282	52884	54592	56413	58283	60461
15(11)	41092	44226	47374	48282	52884	55688	57506	59380	61558
16(12)	41092	44226	47374	48282	52884	56783	58601	60474	62654
17(13)	41092	44226	47374	48282	52884	56783	59696	61566	63745
18(14)	41092	44226	47374	48282	52884	56783	60790	62663	64841
19(15)	41092	44226	47374	48282	52884	56783	61887	63759	65938
20(16)	43828	46962	50111	51020	55833	59513	64622	66495	68672

TUXEDO UNION FREE SCHOOL DISTRICT
TEACHER SALARY SCHEDULE 2000-2001
19-Mar-01

STEP	BA	BA15	BA30	BA45	MA	MA15	MA30	MA45	MA60
1	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0
5(1)	39847	41167	42400	43347	44867	46642	48541	50489	52765
6(2)	40841	42113	43393	44343	46005	47781	49686	51632	53901
7(3)	41843	43112	44397	45346	47147	48920	50820	52776	55044
8(4)	42838	44113	45393	46340	48286	50170	51963	53914	56184
9(5)	42838	45110	46387	47340	49430	51210	53107	55057	57326
10(6)	42838	46106	47389	48340	50574	52348	54244	56200	58468
11(7)	42838	46106	48391	49338	51709	53486	55387	57335	59607
12(8)	42838	46106	49387	50334	52850	54628	56527	58478	60750
13(9)	42838	46106	49387	50334	54092	55771	57672	59621	61899
14(10)	42838	46106	49387	50334	55132	56912	58811	60760	63031
15(11)	42838	46106	49387	50334	55132	58055	59950	61903	64174
16(12)	42838	46106	49387	50334	55132	59196	61091	63045	65317
17(13)	42838	46106	49387	50334	55132	59196	62233	64183	66454
18(14)	42838	46106	49387	50334	55132	59196	63373	65326	67596
19(15)	42838	46106	49387	50334	55132	59196	64517	66469	68740
20(16)	45690	48958	52240	53188	58206	62043	67369	69321	71591

TUXEDO UNION FREE SCHOOL DISTRICT
TEACHER SALARY SCHEDULE 2001-2002
19-Mar-01

STEP	BA	BA15	BA30	BA45	MA	MA15	MA30	MA45	MA60
1	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0
5(1)	41739	43123	44414	45406	46998	48857	50847	52887	55272
6(2)	42781	44114	45455	46449	48190	50050	52046	54085	56462
7(3)	43830	45160	46506	47499	49387	51244	53234	55283	57658
8(4)	44873	46208	47549	48541	50579	52553	54431	56475	58853
9(5)	44873	47253	48590	49588	51778	53643	55629	57672	60049
10(6)	44873	48296	49640	50636	52976	54834	56820	58870	61245
11(7)	44873	48296	50689	51681	54165	56026	58018	60059	62439
12(8)	44873	48296	51733	52725	55361	57223	59212	61255	63636
13(9)	44873	48296	51733	52725	56662	58420	60412	62453	64839
14(10)	44873	48296	51733	52725	57751	59616	61604	63646	66025
15(11)	44873	48296	51733	52725	57751	60812	62798	64844	67222
16(12)	44873	48296	51733	52725	57751	62008	63993	66039	68419
17(13)	44873	48296	51733	52725	57751	62008	65189	67231	69610
18(14)	44873	48296	51733	52725	57751	62008	66383	68429	70807
19(15)	44873	48296	51733	52725	57751	62008	67581	69626	72005
20(16)	47860	51283	54722	55715	60971	64990	70569	72614	74991

TUXEDO UNION FREE SCHOOL DISTRICT
TEACHER SALARY SCHEDULE 2002-2003
19-Mar-01

STEP	BA	BA15	BA30	BA45	MA	MA15	MA30	MA45	MA60
1	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0
5(1)	43461	44902	46246	47279	48936	50872	52944	55069	57552
6(2)	44546	45934	47330	48365	50178	52115	54193	56316	58791
7(3)	45638	47023	48425	49459	51424	53358	55429	57563	60037
8(4)	46724	48114	49510	50543	52665	54721	56677	58805	61281
9(5)	46724	49202	50595	51634	53914	55856	57924	60051	62526
10(6)	46724	50288	51688	52725	55161	57096	59164	61298	63772
11(7)	46724	50288	52780	53813	56399	58337	60412	62536	65014
12(8)	46724	50288	53867	54900	57644	59584	61654	63782	66260
13(9)	46724	50288	53867	54900	58999	60830	62904	65030	67514
14(10)	46724	50288	53867	54900	60133	62075	64145	66271	68748
15(11)	46724	50288	53867	54900	60133	63321	65388	67518	69995
16(12)	46724	50288	53867	54900	60133	64566	66633	68763	71241
17(13)	46724	50288	53867	54900	60133	64566	67878	70005	72482
18(14)	46724	50288	53867	54900	60133	64566	69122	71252	73728
19(15)	46724	50288	53867	54900	60133	64566	70369	72498	74975
20(16)	49835	53399	56979	58013	63486	67671	73480	75609	78085

APPENDIX "A"

PAYROLL DEDUCTION AUTHORIZATION

Social Security Number

Last Name

F.

M.

District Name

Organization

To the Board of Education:

I hereby authorize you, according to arrangements agreed upon with the above organization, to deduct from my salary and transmit to said organization, dues as certified by said organization. I hereby waive all right and claim to said monies so deducted and transmitted in accordance with this authorization and relieve the Board of Education and all its officers from any liability therefor. I revoke any and all instruments heretofore made by me for such purposes. This authority shall remain in full force and effect for all purposes while I am employed in this school system, or until revoked by me in writing between September 1st and September 15th of any given year.

Member Signature: _____ DATE: _____

APPENDIX "B"

PAYROLL SCHEDULE FOR SCHOOL YEAR 1999-2000

<u>PAYROLL DATE</u>	<u>DUE DATE</u>
September 5 (1 week)	August 28 (10:00 A.M.)
September 19	September 8
October 3	September 29
October 17	October 6
October 31	October 20
November 14	November 3
November 28	November 17
December 12	December 1
December 26	December 15
January 9	December 22
January 23	January 12
February 6	January 26
February 20	February 9
March 6	February 23
March 20	March 9
April 3	March 30
April 17	April 6
May 1	April 20
May 15	May 4
May 29	May 18
June 11 (Multi-pay) (Distributed on 6/12)	
June 12	June 1
June 24 (1 week)	June 12
June 26	June 15